

Hall of Records
Commission

QUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE
NO.

C-46

PAGE
NO.

1.

1. Requesting Agency

WASHINGTON COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. LICENSES

Quantity: 25 cubic feet

Dates: 1947 - -

File Arrangement: Chronological

Annual Accumulations: 3 cubic feet

Disposable Amount: 16 cubic feet

Audit: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

Amusement

Anglers

Auctioneers

Beer and Wine

Billiard Table

Bowling Alley

Carnival

Chain Store

Cigarette

Circus

Cleaning, Dyeing & Pressing

Construction Firm or Company

Distributors

Duck Blind

Garage

Hawker and Peddler

Horse and Jack

Hucksters

Hunting

Junk Dealer

Laundry

Liquor

Motion Picture Show

Music Box

Packers and Shippers

Pinball and Console

Plumbers and Gasfitters

Pushers

Restaurant or Eating Place

Show

Sneak Boat

Soda Water Fountain

(continued)

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

G. Merlin Snyder

Signature

CLERK OF CIRCUIT COURT
WASHINGTON COUNTY, MD.

Title

DEC 23 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/5/56

Date

Morris S. Shackelford

Archivist

DEC 23 1955

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C-10

PAGE
NO. 2.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
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|-------------------|---|--|

Solid Fuel
Storage Warehouse
Theatre
Trader

Trading Stamp Company
Vending Machine
Wholesale Dealers in Farm Machinery

All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town, depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent License Books. Gross amounts received each day for licenses are recorded in the Receipts and Disbursements Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. RECEIPTS

Quantity: 20 cubic feet
Dates: 1946 - -
File Arrangement: Chronological
Annual Accumulation: 2 cubic feet
Disposable Amount: 14 cubic feet
Audit: State

Two types of printed receipt forms are prepared in the Clerk's offices:

1. General Receipts - used in receipting for any money received except marriage license fees.
2. Marriage License Receipts - used in receipting for marriage license fees.

All receipts are prepared in duplicate, the first copy going to the payor and the second remaining in the Clerk's office. Gross amounts receipted for are recorded daily in the Receipts and Disbursements Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

Date: 12-12-54

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C-44

PAGE
NO. 3.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
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|-------------------|---|---|

3. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 13 cubic feet
Dates: 1934 - -
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 10 cubic feet
Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Receipts and Disbursements Book, which is the permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller, and work sheets used in compiling these reports.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

Daily Work Sheets.

Cash Books.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. TEMPORARY LAW DOCKETS

Quantity: 44 cubic feet
Dates: 1867-1954
File Arrangement: Chronological
Annual Accumulation: None
Disposable Amount: 44 cubic feet

Until 1954 proceedings in law cases were first taken down in Temporary Law Dockets and later transcribed into the permanent Court Dockets of Washington County. Since 1954 court proceedings are recorded directly in the Court Dockets. The Temporary Law Dockets, after they have been transcribed, are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

Date

Secretary